



ISRAT JAHAN

33, Rupsa Stand Road, Khulna

01631666818

israt9030@gmail.com

CAREER OBJECT

Intent to work in a challenging competitive environment which will provide me with the opportunity to flourish my talent and to utilize the hidden potentials whining myself so that the organization can reap maximum benefit up to the level of satisfaction.

WORK EXPERIENCE

Assistant Teacher (Accounting)
Rupsa High School, Khulna

Key Responsibilities:

- Delivered engaging theoretical classes
- Aligned lesson plans with NTRCA syllabus
- Provide personalized guidance to students
- Motivated and counseled students for academic success

EDUCATION

Master of Business Administration (MBA) in Accounting
Azam Khan Commerce College, Khulna (2015-2016)
Final Result : 2.78 Out of 4.00

Bachelor of Business Studies(BBS)
Azam Khan Commerce College, Khulna (2011-2012)
Final Result : 2nd Division

Higher School Certificate (HSC) in Commerce
Saburun Nessa Mohila Mohavidyalaya, Khulna (2007-2008)
Final Result : 2.50 Out of 5.00

Secondary School Certificate (SSC) in Commerce
Rupsa High School, Khulna (2004-2005)
Final Result : 3.06 Out of 5.00

LANGUAGE PROFICIENCY

Fluent “Communication” on Speaking and Writing well in Bengali and English.

SKILLS

- INTERNET BROWSING
- PROBLEM SOLVING
- TEAM COLLABORATION
- TIME MANAGEMENT
- COMMUNICATION
- CRITICAL THINKING
- LEADERSHIP
- ORGANIZATION
- INNOVATION

SOFTWARE SKILLS

- MS Excel
- MS Word
- MS Power point
- Adobe Photoshop

EXTRA CURRICULAR ACTIVITIES

- Travelling
- Gardening
- Reading Books

CORE CAPABILITIES

- Ability to analyze issues and find practical solutions.
- Collaborative skills and the ability to work well in a team environment.
- Efficiently managing time and prioritizing tasks to meet deadlines.
- Ability to motivate and guide others towards achieving common goals.
- Knowledge and proficiency with relevant tools, software, or equipment.
- The ability to effectively exchange information, idea and feedback with others.

PERSONAL DETAILS

Father's Name	: Md. Shahajahan Sheikh
Mother's Name	: Shahida Begum
Permanent Address	: 33 Rupsa Stand Road, Khulna
Date of Birth	: 12 December' 1990
Religion	: Islam (Sunni)
Marital Status	: Unmarried
Blood Group	: B ⁺
National ID No.	: 865 967 2359